

CERTIFICATE OF LIMITED LIABILITY PARTNERSHIP

The undersigned, with the intention of creating a Maryland Limited Liability Partnership files the following certificate of Organization:

(1) The name of the Limited Liability Partnership is: _____

(2) The purpose for which the Limited Liability Partnership is filed is as follows:

(3) The address of the Limited Liability Partnership in Maryland is:

(4) The resident agent of the Limited Liability Partnership in Maryland is:

whose address is _____

(5) Other Provisions: _____

(6) _____

Signature(s) of Authorized Person(s)

(7) _____

Resident Agent

I hereby consent to my designation in this document.

Filing party's return address:

INSTRUCTIONS FOR DRAFTING A CERTIFICATE OF LIMITED LIABILITY PARTNERSHIP

This guide is to be used for "Certificate of Limited Liability Partnership". Each item describes how to fill a blank in the sample. The sample is the minimum necessary to file. If you wish to expand on any item consult with your lawyer, accountant or financial advisor. Legal questions of a general nature cannot be answered by the staff of this Department.

You may fill in the blanks on the sample and submit it as your **Certificate of Limited Liability Partnership**. All items must be typed. Forms filled in by hand will not be accepted.

(1) Insert the name here. The name must not be misleadingly similar to that of another LLP, Corporation, Trade Name, Limited Partnership or Limited Liability Company on file with the Department and the name must include one of the following:

- a. Limited Liability Partnership
- b. L .L.P.
- c. LLP

(2) Insert the purpose of this LLP. A one or two sentence description of the business is sufficient.

(3) Insert the address of this LLP. The address must be in Maryland and **cannot be a P.O. box**.

(4) Insert the name of the resident agent. A resident agent is another entity or individual designated to accepted service of process for the LLP. The resident agent can be any Maryland citizen who is over eighteen, a Maryland corporation or a Maryland LLC. This person must also sign the document.

(5) Insert the address of the resident agent named in (4). The address must be in Maryland and **cannot be a P.O. box**.

(6) Insert anything else you consider relevant. If it does not fit insert "See Attached", type those provisions on a blank sheet and attach it to the back of this form.

(7) The person forming this LLP must sign here.

(8) The resident agent must sign here.

(9) Insert the return address for any correspondence regarding this filing.

FEES:

- | | |
|--|-----------------------|
| (1) Certificate of Limited Liability Partnership | \$100.00 |
| (2) Certified Copy | \$20.00 + \$1.00 page |
| (3) Certificate of Status | \$20.00 |

NOTES: Due to the fact that the laws governing the formation and operation of business entities and the effectiveness of a UCC Financing Statement involves more than filing documents with our office, we suggest you consult an attorney, accountant or other professional. State Department of Assessments & Taxation staff cannot offer business counseling or legal advice.

Regarding annual documents to be filed with the Department of Assessments & Taxation: All domestic and foreign legal entities must submit a Personal Property Return to the Department. Failure to file a Personal Property Return will result in forfeiture of your right to conduct business in Maryland

Where and how do I file my documents?

By mail or in-person submissions should directed to:
State Department of Assessments and Taxation, Charter Division
301 W. Preston Street; 8th Floor
Baltimore, MD 21201-2395

All checks must be made out to State Department of Assessments and Taxation. The cost to file documents should be included with the form. Also a schedule of filing fees is available online, visit the homepage at www.dat.maryland.gov

Online business registration and document filing via the Maryland EGov Business portal. See the link on the homepage at www.dat.maryland.gov

Effective February 1, 2016, the Department of Assessments and Taxation will no longer accept via facsimile (fax) corporate documents for filing or document copy request.

How long will it take to process my documents?

Regular document processing time can be 8 weeks or more.

Expedited processing request will be handled within 7 business days. The expedited service fee is an additional \$50.00 for each document; other fees may also apply.

Hand-delivered documents in limited quantities receive same day expedited service between 8:30 a.m. and 4:30 p.m., Monday through Friday. You must be in line no later than 4:15 p.m. in order to receive service that same day.

Online filed document are considered expedited will be processed within 7 business days. This electronic government service includes a 3% service/convenience fee for payments processed through the EGov portal.